

NORTH WALSHAM TOWN COUNCIL

FINANCE COMMITTEE MEETING MINUTES - held on 29 March 2018

PRESENT Cllr R Harris (Chair), Cllr B Hester, Cllr M Seward

Acting Town Clerk Ms J Shields

The meeting opened at 12:00

1. DECLARATIONS OF INTEREST

No declarations were received

2. APOLOGIES FOR ABSENCE

No apologies were received

3. APPROVE MINUTES OF PREVIOUS MEETING

As proposed by Cllr Harris and seconded by Cllr Hester it was **RESOLVED**

That the Minutes of the meeting of 22 February 2018 were agreed as a true record

4. REVIEW ASSET REGISTER

As proposed by Cllr Harris and seconded by Cllr Hester it was **RESOLVED**

To agree all the new assets, disposed assets and amended in value assets

5. REVIEW INSURANCE

Insurance is in a three year agreement with Zurich ending 31.3.19. It was decided to keep as it is for now, adding in new items and to look at it again in January 2019 before going out to tender

6. PERSONAL PROTECTIVE EQUIPMENT (PPE)

With a budget of up to £500, to instruct Daniel to purchase hi-vis jackets, overalls, polo shirts and hats. All with our logo on or NWTC, so that we have a recognisable uniform

7. UPDATE ON SUB LEASE HERITAGE SOCIETY

Cllr Hester to prepare - peppercorn rent £100 per year, utility bills split with Heritage society paying electric and ourselves paying gas & water. To be reviewed annually

8. ANY OTHER BUSINESS ALLOWED BY CHAIR

- Policies – Financial Regulations, Financial Risk Assessment & Grant Policies – to review policies and report any amendments at next meeting
- Exclusive Rights fees for under 5's – To waive fees for under 5's and look into the governments new 'Childrens Funeral Fund' and bring our fees into line **Julie**
- Contract for Park lettings – To put something together **Julie**
- Neech Loan Re-numeration for time spent sorting documents – Make an appropriate donation to the Town Mayors Charity **Julie**
- Policy for staff training – refer to Personnel Committee (suggestions - personal budget, No. of courses, failing to attend courses)

9. DATE OF NEXT MEETING

Friday 8 June 2018 - 12:00 at 18 Kings Arms Street, North Walsham

The meeting closed at 13:30